



Pre-Classroom Notes - Docs

Step 1: Go to <https://www.office.com/> then click on Sign in, then enter your ID and password you will get to see a page like below click on 9 dots and select 'Docs'

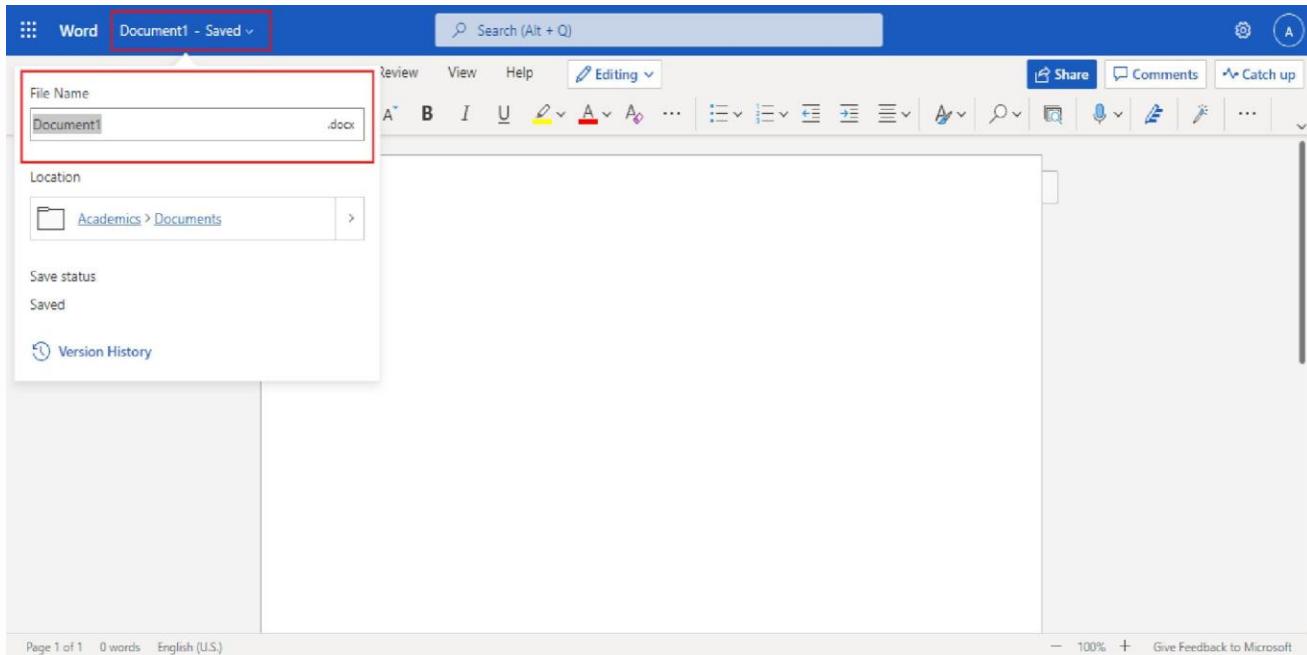
The screenshot shows the Microsoft Office 365 interface. At the top, there's a navigation bar with icons for Office 365, a search bar, and various settings. Below the navigation bar, the 'Apps' section is visible, listing Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, Forms, Yammer, and Power Automate. The 'Documents' section is the main focus, showing a list of recent documents. One document, 'Preclassroom Notes - Docs', is highlighted with a red box. The document thumbnail shows a blank sheet of paper with a blue plus sign. Other documents listed include 'General notes', '5-day trip planner', 'Open house flyer', and 'MLA style paper'. The list is filtered by 'Shared' and 'Favorites'. At the bottom of the list, there are buttons for 'New', 'Upload', and 'Feedback'.

Step 2: In the section 'New' Click on 'New blank Document'

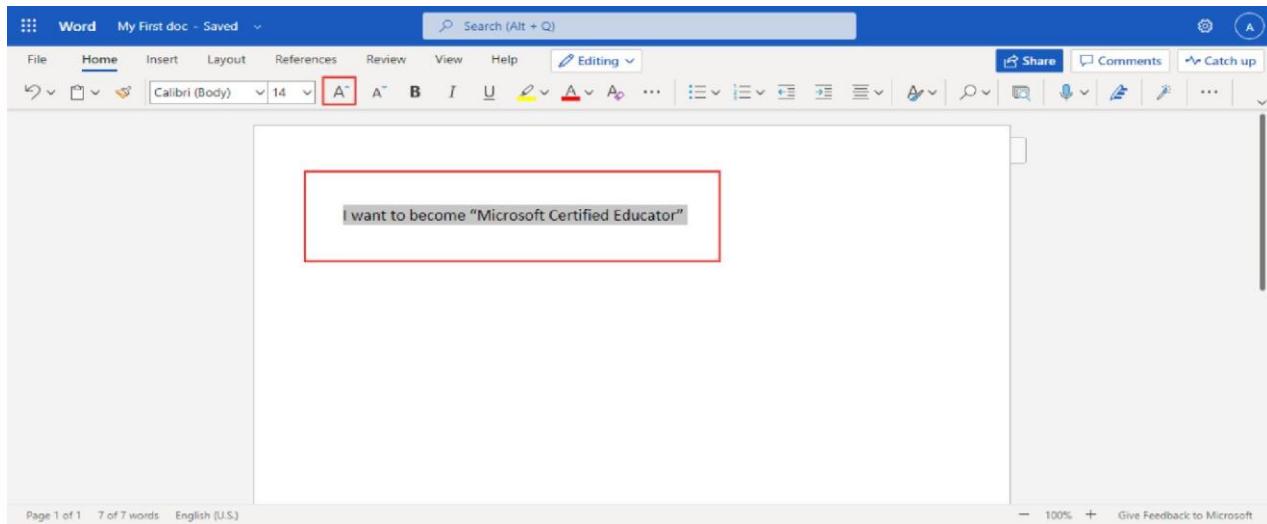
This screenshot shows the Microsoft Word 'New' screen. On the left, there's a vertical ribbon with icons for Home, Insert, Page Layout, Text, References, Tables, Charts, and Pictures. The 'New' section is the active tab, displaying a large red box around the 'New blank document' option. This option features a white document icon with a blue plus sign. To the right of this are other template options: 'General notes', '5-day trip planner', 'Open house flyer', and 'MLA style paper'. Below the 'New' section, there's a 'Recommended' section showing recently edited and opened documents. A feedback button is located at the bottom right.



Step 3: Name the doc by clicking on “Document1” and give the name to doc “My first doc”

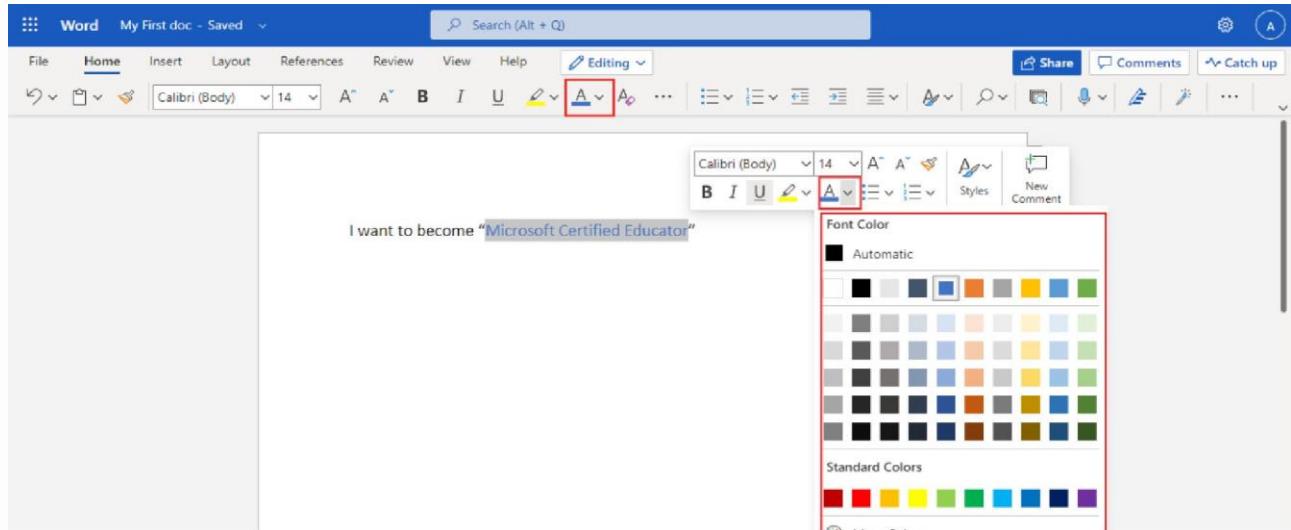


Step 4: Write on the doc, for example, “I want to become Microsoft Certified Educator” Select the line “I want to become “Microsoft Certified Educator” and Increase the font size to 14 by clicking on - ‘A’

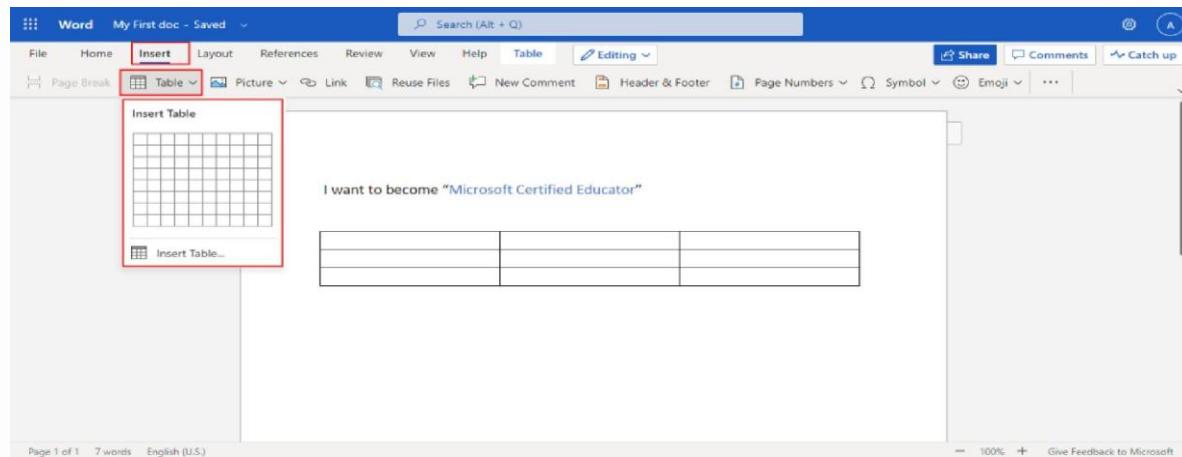




Step 5: Other Editing Option: Change the colour of fonts

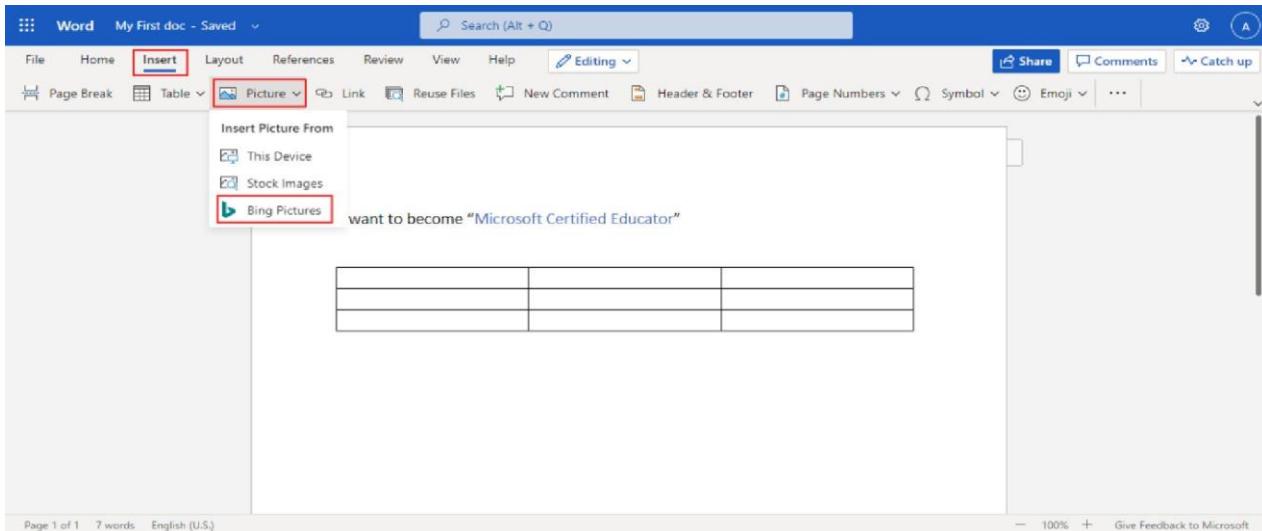


Step 6: Insert Table (Click on “insert”, then table) Select 3 by 3 cells to insert a table of 3 rows and 3 columns

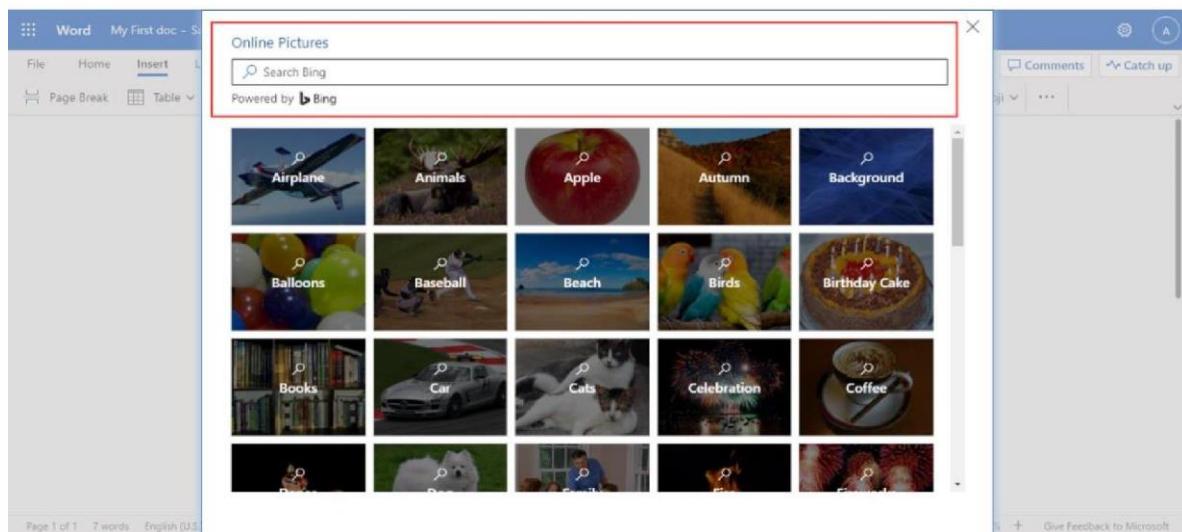


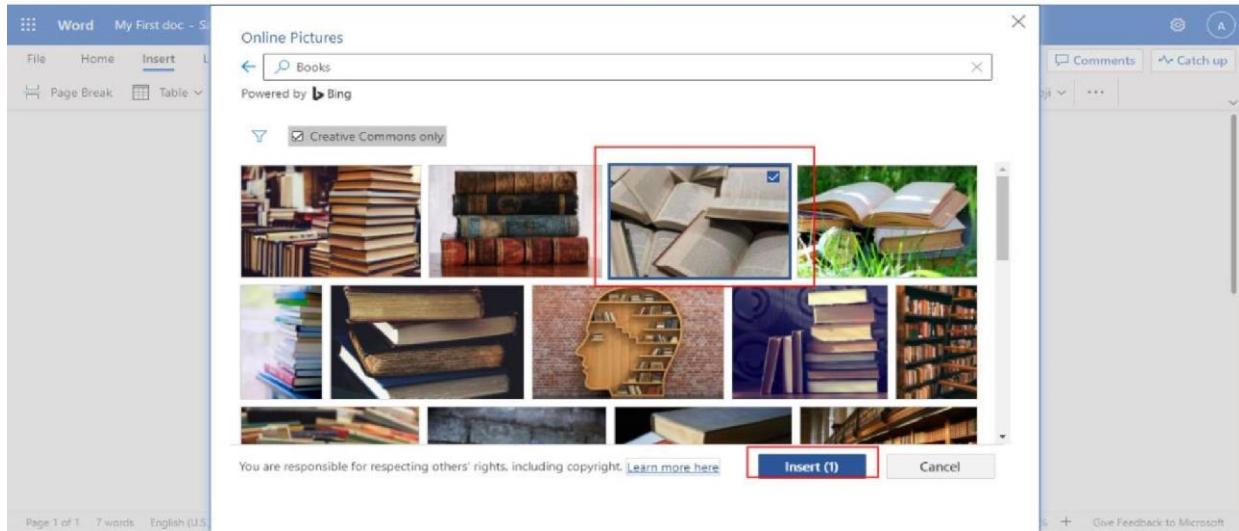
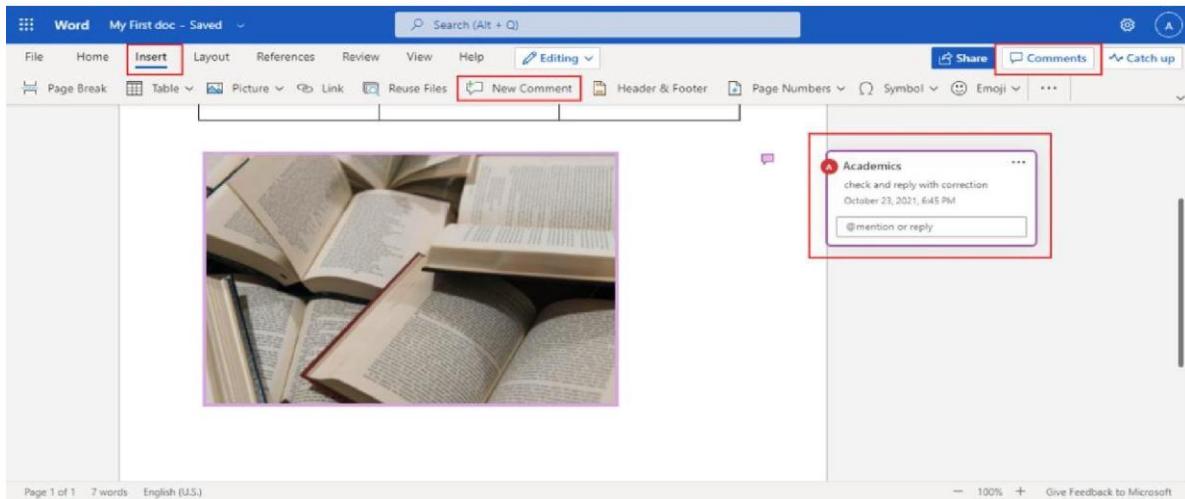


Step 7: Add image “Click on Insert > Pictures” - (Insert picture from “Bing pictures”)



Step 8: Search for the Picture – “Books”



Step 9: Select any one on the category and insert the picture**Step 10:** Add Comment – Click on the picture then click ‘Comments > New’. Add comment “check and reply with correction”

Note: We will learn about more features in the class